

Student Name: _____
 Business Name: _____

YEK Simple Sales Forecast Worksheet

1. Determine the number of customers that you will have on an average daily basis. # _____
2. Determine the average dollar amount in purchases that each customer will make. \$ _____
3. Multiply #1 x #2. This will give you your daily sales. = \$ _____
4. Multiply the answer to #3 by the number of days that you will be open per month. This will give you your average sales per month. = \$ _____
5. Multiply the answer to #4 by 12 months and this will give you your annual sales. = \$ _____

Now you must determine which months are your busiest and which are your slowest. Give each month a percent in relation to the amount of your annual sales. For example, you may get 30% of your annual sales in December. You would now have 70% left to divide amongst the remaining 11 months.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
%	%	%	%	%	%	%	%	%	%	%	%

The percentages above should equal 100%!

Multiply #5 above by the percent you assign to each month.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$

Once you have completed this assignment, you may put your final figures into your income statement.